# CIRCULAR TO ALL CLUBS

## ANNUAL REPORTS

 Reference: a. Club Constitution

1. Rule 7 of the Rules of Dogs Queensland

**All Affiliated Clubs** are required to submit an Annual Report, in accordance with the above references.

Clubs are reminded that Annual Reports are to be submitted in the format and on the forms enclosed. These forms are available from the office.

Items or information required to be submitted as part of the Annual Report are:

1. Annual Report Cover Sheet;
2. A copy of all reports presented to members at the Annual General Meeting, e.g. President’s Report;
3. A copy of the Audited Financial Report;
4. A copy of the Club Exhibition Report for **each separate exhibition or Trial** conducted;
5. A copy of the Minutes of the Annual General Meeting;
6. A list of financial members, showing addresses;
7. Notification of change of Office Bearer Form.

Incorporated Clubs are reminded that reports must also be submitted to the Department of Consumer Affairs in accordance with the applicable legislation, and that failure to do so, may result in penalties being imposed on Office Bearers.

Changes to Office Bearers must also be notified as they occur throughout the year. A form is enclosed and extra forms are available from the Dogs Queensland office.

Yours faithfully

J R Harrison

**SECRETARY**

Encl.

**ANNEX B to**

**CONSTITUTION OF** **AFFILIATES Jan 97**

**ANNUAL REPORT OF (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *General Meetings held on**(Insert date)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Attendance**(Insert number)* |  |  |  |  |  |  |  |  |  |  |  |  |

**PRESIDENT SECRETARY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Outgoing Officers to sign)

The following Office Bearers were elected at our Annual General Meeting held on (2) . . . . . . . . . . . . . . . . .

 **PRESIDENT**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **VICE PRESIDENT(S)**:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **SECRETARY**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **TREASURER**: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

At our Annual Meeting, (3) no other reports / the attached reports were submitted, together with the Income and Expenditure Statements for each exhibition.

A list of financial members, with their addresses, is attached for your reference. This list has been signed by both the President and the Secretary. Attached are the financial accounts presented at our Annual General Meeting.

Attached details of any other information you consider necessary.

Attach copy of Minutes of your Annual General Meeting.

Attach copy of President’s Report

(4) Date .......... / .......... / 20.......... Incoming President: . . . . . . . . . . . . . . . . . . . . . . .

 Date .......... / .......... / 20.......... Incoming Secretary . . . . . . . . . . . . . . . . . . . . . . .

(1) ***Insert the name of your Club***

(2) ***Insert the date of your Annual General Meeting***

(3) ***Cross out whichever is inapplicable***

(4) ***This form must be signed by the President and the Secretary***

**NOTE**: This form must be lodged within one (1) month of your Annual General Meeting and must have the following attachments:

 1. List of Financial Members;

1. Income and Expenditure Statement and Balance Sheet.

**ANNEX B to**

**CONSTITUTION OF** **AFFILIATES Jan, 97**

**ANNUAL REPORT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

as at (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSETS**: Notes Current Year Last Year

 Bank . . . . . . . . . . . . . . . . . . . . . .

 Building Society Deposits . . . . . . . . . . . . . . . . . . . . . .

 Bonds, Fixed Deposits, Debentures . . . . . . . . . . . . . . . . . . . . . .

 Payments Paid in Advance . . . . . . . . . . . . . . . . . . . . . .

 Land . . . . . . . . . . . . . . . . . . . . . .

 Buildings . . . . . . . . . . . . . . . . . . . . . .

 Plant Equipment, Vehicles . . . . . . . . . . . . . . . . . . . . . .

 **TOTAL ASSETS** . . . . . . . . . . . . . . . . . . . . . .

**LIABILITY**:

 Monies Received in Advance . . . . . . . . . . . . . . . . . . . . . .

 Other (Specify in Detail) . . . . . . . . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . . . . .

 **TOTAL LIABILITIES** . . . . . . . . . . . . . . . . . . . . . .

Total Assets . . . . . . . . . . . . . . . . . . . . . .

**ACCUMULATED FUNDS (CURRENT YEAR)** . . . . . . . . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . . . . .

**AUDITOR’S CERTIFICATE**

 I, (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, not being a member of \_\_\_\_\_\_\_\_\_\_ report that I have examined the books, accounts and vouchers of that Club for the twelve (12) months ended (7) \_\_\_\_\_\_\_\_\_\_, and I have received all the information and explanations I have required.

 In my opinion, the attached Income and Expenditure Statement and above Balance Sheet sets out a true and fair view of the state of affairs of (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that proper financial records have been kept.

. . . . . . . . . . . . . . . . . . . . . . . . . . .

(Auditor)

*(5) Insert date of Balance Sheet or Statement of Assets & Liabilities*

*(6) Insert Auditor’s Name*

*(7) Insert the date when your year ends*

*(8) Insert name of Affiliate*

. . . . . . . . . . . . . . . . . . . . . . . . . . .

(Auditor’s Qualifications)

WE CERTIFY THAT THE ABOVE BALANCE SHEET AND ATTACHED INCOME AND EXPENDITURE STATEMENTS ARE AN EXACT COPY OF THAT SUBMITTED AT OUR ANNUAL GENERAL MEETING HELD ON . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 (PRESIDENT) (TREASURER)

Date ............ / ............ / 20............

**ANNEX B to**

**CONSTITUTION OF** **AFFILIATES Jan, 97**

**ANNUAL REPORT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INCOME AND EXPENDITURE REPORT FROM \_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_**

**CLUB ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME**Membership - Last Year - This YearDonationsTraining FeeFunction ReceiptsInterest fromOther Fund Raising ActivitiesSale of Training Aids, Club items, etc.Newsletter AdvertisingPrevious Years Income (not Previously reported)Other (Specify)**TOTAL INCOME****EXPENDITURE**Affiliation Fees (specify Names)Audit / AccountancyBank Fees and ChargesCost of Sales, Training Aids, Club items, etc. (See below)Depreciation of AssetsFunction CostsHonorariaInsuranceMeeting Room RentNewsletter CostsOther Fundraising CostsOther (Specify. All items over $200 must be listed separately)**TOTAL EXPENDITURE**Net Surplus (Deficiency) from OperationsPurchase (Sale) of Club Assets (Specify)Excess Income (Loss) over Expenditure - (Exhibitions)Excess Income (Loss) over ExpenditureNote 1 Cost of Sales - Training Aids, Club Items, etc.Stock on Hand Last YearPurchases Current YearLess Stock on Hand - Current YearCost of Sales - Training Aids, Club Items, etc. | Notes | **Current year** | **Last year** |

Note: Multiple Costs of Sales may be necessary for various Stock Types

**ANNEX B to**

**CONSTITUTION OF** **AFFILIATES Jan, 97**

**CLUB EXHIBITION REPORT**

**CLUB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(A) Annual Report of Show Revenue and Expenditure for the Financial Year from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_; OR

(B) Report of Show / Exhibition Receipts and Payments held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **REVENUE**Entry Fee (Less Catalogues & Ground Rent)Catalogue SalesGround Rent / ParkingDonationsRafflesCatering ReceiptsSub-letting JudgesOther (Specify in Detail) **TOTAL REVENUE****EXPENDITURE**Prizes, Trophies, RibbonsJudges FeesJudges Travelling ExpensesJudges Air FaresJudges Accommodation, MealsRafflesCatalogue ExpensesAdvertisingGround Rental / ParkingCatering ExpensesSurchargeOther (Specify in Detail)**TOTAL EXPENDITURE****EXCESS (LOSS) OF REVENUE OVER EXPENDITURE** | **Current year** | **Last year** |

**\*** To be presented to a General Meeting after the event AND a copy to be attached to Annual Report.

\* Explanatory notes may be added as required.

The Secretary, Dogs Queensland,

**NOTIFICATION OF CHANGE OF OFFICE BEARER**

Please be advised that the following are the current details of the Club and / or Office Bearers:

 **CLUB:**

 **CONTACT ADDRESS:**

 (for correspondence)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Club****Officers** | **Address** | **E-mail** | **Home****Phone** | **Work****Phone** | **Mobile****Phone** |
| PRESIDENT |   |   |  |  |  |
| VICE PRESIDENT |   |   |  |  |  |
| SECRETARY |   |   |  |  |  |
| TREASURER |   |   |  |  |  |
| SHOW SECRETARY |   |   |  |  |  |
| TRIAL SECRETARY |   |   |  |  |  |

This information is used to amend the club contact details as published in the Queensland Dog World and to enable contact to be made with Club Office Bearers when necessary.

**Please help by ensuring that these details are received by Dogs Queensland URGENTLY after any change**

Signed: ……………………………………………… Date: ………………………

 (Club Secretary)